



HART DISTRICT ASSOCIATION OF PARISH & TOWN COUNCILS

V1 17/7/24

Overview

The role of the HDAPTC secretary is to arrange and support the 3-monthly meetings of the Association as well as keep financial records and maintain the website.

1 Tasks

1.1 Before meetings

- Book suitable venue – normally offered free of charge by member councils
- Draft the agenda, liaise with the chair and issue the final version to members and place on the website
- Liaise with Hart DC as to who will attend on their behalf
- Collect questions that members wish to put to HDC and forward to the representative before the meeting.

1.2 Meetings

- Make sure the room is set up correctly (usually boardroom style)
- Collect names of attendees
- Support the chair in the running of the meeting
- Arrange for signing of the approved minutes.

1.3 After meetings

- Chase attendees, including HDC for written reports
- Draft the minutes and send to chair for comment
- Produce final draft, send to members and put on the website.

1.4 Miscellaneous

- Deal with queries arising from members between meetings

1.5 IT and website

- Keep the website updated: this is provided by Hugo Fox and is very straightforward; it is used for little else but agendas and minutes
- Maintain the mailing list: this is a standard [Google Group](#) including email addresses of all parish and town clerks in Hart plus any HDC/parish/town councillors and officers who wish to be contacted directly.

1.6 Financial

- Maintain financial records: essentially the secretary's honorarium and minimal expenses related to the website

2 Time spent

Each meeting typically lasts 1.5-2hrs. Together with preparation and post-meeting tasks, the total time spent is about 6-7hrs per quarter.

3 Remuneration

An honorarium of £162 per meeting is paid on receipt of invoice after the meeting.

4 Applications

If you're interested, please email the Chair, Tony Spencer tony.spencer@yateley-tc.gov.uk with a copy to the Vice-chair, Simon Ambler simon.ambler@crookhamvillage.org.uk